



MECKLENBURG COUNTY

Land Use and Environmental Services Agency

Code Enforcement

Guidelines for CTAC Walk-Thru Review for Superior Performing A/E Teams

Updated 3-29-17

The CTAC Walk-Thru Review program was started in January 2010 as one of the incentives for Architects & Engineers (A/E) who were ranked as "Superior Performers" in Mecklenburg County's [A/E Pass Rate program](#). The program allows a **Superior Performing Team** to submit small commercial projects to be reviewed, approved and permitted on the same day after meeting program eligibility. To be considered a Superior Performing Team all Design Professionals on the team must have an individual score of **85%** or higher in the A/E Pass Rate program.

PROGRAM AVAILABILITY – Monday thru Friday from 8:30 a.m. – 10:30 a.m. There will be five available slots each day on a first come, first served basis.

PROJECT ELIGIBILITY

In addition to the standard [CTAC eligibility requirements](#), the following is a specific list of criteria for a project to be eligible for submittal as a CTAC Walk-Thru Review by a Superior Performing Team:

- Area of work is 2,500 sq.ft. or less.
- Scope of work is a renovation or upfit in Business, Mercantile, or Storage Occupancies.
- The project does NOT involve the following:
 - Food Services / Health Department.
 - City of Charlotte Engineering or Mecklenburg County Land Development Departments.
 - Charlotte Water Backflow permitting or review.
 - A Storm Water Hold on the address or the need for Storm Water review.
 - A Planning or Historic Hold on the address.
 - Hazardous materials or classification.
 - Change of Use.
- Zoning approval from Cornelius (704-896-2461) or Davidson (704-892-7592) must be obtained **prior to submittal**, and approval documentation shall be included in submittal.

Projects outside these criteria may be allowed at the discretion of the CTAC Manager.

SUBMITTAL REQUIREMENTS

One business day prior to submittal of the project: The team shall **email** the CTAC Coordinators a notification between 8:30 a.m. – 10:30 a.m. including the following:

- Project name & the intent to submit as a CTAC Walk-Thru.
- Completed [CTAC Walk-Thru Review Submittal Cover Sheet](#).
- Scope of work indicating how the project meets the above eligibility criteria.

- Zoning approval documentation from Cornelius or Davidson (if applicable).
- Names of Design Team members and their professional license numbers.
- [Address Verification](#) form.
- Completed permit application form with all Contractor(s) info and cost as applicable.
 - A **separate** [Letter of Authorization](#) (LOA) from the Contractor on the Contractor's letterhead is **required ONLY if the Architect or Engineer signed** the permit application.

Email to the CTAC Coordinators for a Walk-Thru should be sent to: ctac@mecklenburgcountync.gov

The Coordinator will verify the information provided, notify the Superior Performing Team if eligibility is met for the CTAC Walk-Thru program, and indicate if there are any available slots for the next business day. If the Team takes an available slot, the Coordinator will attempt to schedule a conference room for them on the following business day; depending on room availability.

If there are any outstanding fees associated with the address, they must be paid prior to project acceptance for review. If there are issues found with the Contractors' info, such as incomplete data, insufficient bond, inactive accounts, etc., they must be resolved prior to project acceptance for review.

On the day of project submittal: All seal holders on the team shall arrive between 8:30 a.m. – 10:30 a.m. and be present for the entire review. The team shall **bring** the following:

- Six (6) sets of construction plans; minimum sheet size is 18"x 24".
- Completed [Self-Gatekeeping Checklist](#) form.

CTAC WALK-THRU REVIEW - PROCESS STEPS: DAY OF SUBMITTAL

Superior Performing Team:

- Arrival between 8:30 a.m. – 10:30 a.m.; first come, first served.
- Sign into Customer Service kiosk for CTAC; CTAC lobby staff will alert the CTAC Coordinators and lead Team into the pre-scheduled conference room for the duration of the review.

Coordinator:

- Print out the Cover Sheet & permit application sent the day before and verify work shown on plans matches scope provided.
- Verify the Self-Gatekeeping Checklist form is completed.
- Set up the project with a review checklist for each trade and notify the Plan Reviewers.

Plans Examiners:

- Complete the plan review.
- Consult with Superior Performing Team on questions that arise during the review.
- Sign off on project plans if review is approved.
- If review cannot be approved, inform the Superior Performing Team of items needed for re-submittal.

Coordinator:

- If all reviews are **approved**, including Zoning and Fire, the Coordinator will process the approved plans & issue the permit(s) the same day. If that isn't possible, then by the next business day.

- If the project is **disapproved**:
 - The review cycle will be closed in the system.
 - The disapproved plans, permit application, LOA, and CTAC Walk-Thru Cover Sheet will be returned to the Superior Performing Team for corrections.

RE-SUBMITTAL REQUIREMENTS

If plans are disapproved, the Superior Performing Team shall resubmit through another Walk-Thru Review cycle. The resubmittal process will follow the same procedure as the initial submittal with the following differences.

One business day prior to submitting for re-review: The team shall **email** the CTAC Coordinators a notification between 8:30 a.m. – 10:30 a.m. **including** the project name, project number, & the intent to resubmit a CTAC Walk-Thru.

On the day of project submittal: All seal holders on the team shall arrive between 8:30 a.m. – 10:30 a.m. and be present for the entire review. The team shall bring the following:

- The complete disapproved copies of the Office and Field plan sets.
- Six (6) sets of any corrected plan sheets; corrections should be clouded with revision tags.
- The completed CTAC Walk-Thru Review Submittal Cover Sheet with any necessary modifications.
- The completed permit application with any cost modifications made as a result of the review corrections.
- The Letter of Authorization (LOA) from the Contractor (if applicable).

Note: Projects that are reviewed in the CTAC Walk-Thru Review program **will not** be graded as part of the A/E Pass Rate program.

For any questions about the CTAC Walk-Thru Review program, please contact a CTAC Coordinator listed on the previous page or our Commercial Technical Assistance Center (CTAC): (980) 314-2633